

learning
equals
development

EQV Course Outline



■ Access Introduction

■ 1 Day

Tel: 0844 888 2732 E-mail: lets-talk@eqv.co.uk www.eqv.co.uk

EQV (UK) Ltd, The Mill House, Dovecote Court, Potters Marston, Leicestershire, LE9 3JR

Access Introduction

(1 Day)

Business Benefit

Businesses rely on data being easily accessible and quick to find. By using Access to create well designed databases.

Who Should Attend?

Anyone who needs to create databases and needs to gain an understanding of the basics of database design, and existing users who wish to improve their knowledge and understanding of Access databases by creating areas in the database to input data and learning how to search for specific information, organise data and grouping information together.

Learning Objectives

By the end of this course you will be able to...

- Design and create a database
- Understand table design and structure
- Import and link to external data sources
- Create and modify Forms
- Create simple Filters
- Create Queries
- Create powerful Reports

Course Content

- Introduction to Databases
- Database Terminology
- Introduction to the Access Environment
- Table Design
- Indexing Fields
- Adding & Editing Data
- Changing the Table Layout
- Importing & Linking Data
- Find & Replace
- Forms
- Types of Forms
- The Form Wizard
- Designing Forms
- Calculations on Forms
- Filters
- Queries
- Designing new queries
- Formula and Criteria Creation
- Calculations in Queries
- Reports
- Using the Report Wizard
- Calculated and statistical fields

2011
Jul 01
Aug 01
Sep 01
Oct 13
Nov 01
Nov 29

2012
Jan 10
Feb 27
Mar 29
Apr 27
May 28
Jun 29
Jul 30
Aug 04
Sep 24
Oct 22
Nov 20
Dec 22

You may also be interested in

Access Intermediate, Access Advanced, Visual Basic for Access

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training coordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

What Delegates Say about this course

"Very well delivered, polite, patient and helpful"

"10 out of 10 great job"

"Great, Access now seems accessible!"

